

INSTRUCTIONAL FORM

Attachment B

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 51-10-050 2. Position Number: 913-398-3175-xxx. Date of Posting: 6/02/2010
4. Classification: Transportation Engineering Technician Salary Range: \$3262.00-\$4766.00
6. Pay Differentials That Apply To Position: N/A
7. Working Hours Of Position: 08:00 am – 05:00 pm
8. District/Division: 51/Traffic Operations Section: Statewide Transportation Permits Geographic Location: Sacramento
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)
Determination for relocation will be made by Hiring Supervisor.

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):
<http://www.dpa.ca.gov/textdocs/specs/s3/s3175.txt>

B. Technical & Professional Skills & Abilities:

Coordinates and schedules extralegal vehicle inspection for the Transportation Permit Program, within an assigned area. Duties include: 1) Inspecting, determining, and verifying equipment such as 4-axle tractors, heavy haul combinations, mobile cranes, drill rigs, dollies, jeeps, trailers, and various others equipment, for use in the transport of extralegal loads. 2) Analyzing the capability of the hauling vehicle combination to accommodate the load. 3) Recording the approved requirements on the vehicle inspection report.

Incumbent must possess a valid California driver license, be able to operate various state vehicles, and drive moderate to long distances to various field locations. These locations may include those that, when necessary, would require overnight stays. To provide adequate statewide vehicle inspection coverage, incumbent may be required to travel outside of his/her assigned area. Incumbent is required to travel up to 40% of the time generally in Northern or Central California.

C. License and/or Certification Requirements: Valid Driver's License

D. Physical Abilities to Perform Essential Functions:

- Drive to and from distant meeting locations.
- Work in inclement weather, which may include severe cold or heat.
- Lift and move equipment parts and boxes weighing up to 50 pounds on occasion, if required.
- Ability to stand and walk on concrete flooring all day, frequently stooping, bending, kneeling, crouching, pushing, pulling, reaching, twisting, climbing, and crawling.
- Sit for long periods of time using a keyboard, mouse, and video display terminal.
- Ability to lift, carry, and use portable heavy duty weight scales.

E. Other Departmental Requirements: Ability to apply and follow Deputy Directives/Directives;

F. Consequences of Error:

The vehicle inspector serves as a resource person on permit issues and is expected to give clear and correct guidance to customers. Inaccurate calculations, incorrect information, poor decisions and error in judgment could result in costly re-work, loss of equipment, damage to State highway facilities, increase costs to haulers and/or their clients, and create a safety hazard causing injury to the customer and the general public as well as expose liability to the State.

The incumbent is responsible for applying extralegal policies provisions to ensure consistency and uniformity in the operation of extralegal vehicles. Incumbent is responsible for his/her actions, decisions, quality of completed work and proper use of state time, equipment and materials. Inappropriate comments, incomplete or incorrect information could result in significant economic losses to business and negatively impact commerce.

G. Duty Statement/Description of Duties: See attached Duty Statement.

10. Final Date and Time for Receiving Bid: 6/17/2010

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Danielle Crothers

Address: Caltrans
Division of Traffic Operations, MS36
1120 N Street Sacramento, CA 95814

Telephone Number: (916) 654-4974

FAX Number: (916) 654-4463

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: N/A To: N/A
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): 7/03/2010
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)